

**Executive Assistant, Chancellor's Office**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

Under the direction of the Chancellor, the Executive Assistant, serves as executive support staff to the Chancellor performing administrative functions for the District; acts as liaison between the Chancellor, Board of Trustees, General Counsel, administration, faculty, staff and the community; coordinates assigned activities with other departments and outside agencies; supervises the Building Facility Manager; directs and coordinates operations of the Administrative Assistant, Board of Trustees; and assigned clerical staff.

**Examples of Duties**

1. Work cooperatively with the Chancellor, and members of the Administrative Council, Chancellor's Cabinet, and District Consultation Council to carry out the District's mission, goals, and objectives. Coordinate, compile, organize, and prepare agendas, record and transcribe minutes, disseminate materials, and annual calendars for meetings of the District administrative committees. Recommend items for agendas regarding issues needing to be addressed. Research and compose resolutions to be considered for Board action.
2. Serve as the first contact for the Chancellor's Office; screen visitors and telephone calls; provide accurate pertinent information regarding rules, regulations, laws, and policies; and relieve the Chancellor of considerable administrative detail. Use considerable judgment in handling complex and controversial matters, resolving informal complaints when appropriate, and informing the Chancellor of their resolution. Make appropriate referrals to students and community members to follow for grievances, complaints, and resolution of issues.
3. Coordinate communications from the Chancellor to the College Presidents, Vice-Chancellors and other administrative personnel; communicate staff assignments, and follow through to assure timely and efficient completion.
4. Prepare evaluations of administrators supervised by the Chancellor, the Chancellor's evaluation, and assist the Board of Trustees President with the Board of Trustees self-evaluation; prepare and distribute the evaluation instruments for the Chancellor and the Board of Trustees.

### Example of Duties (continued)

5. Coordinate activities in support of additional roles of the Chancellor, such as serving on public and community boards and corporations, facilitating community connections and activities associated with those roles.
6. Coordinate staff recognition materials and events; coordinate receptions and social functions, and meetings for the Chancellor with the staff and community.
7. Organize and coordinate office functions, activities, and communications to assure efficient and effective office operations; maintain office supplies, copiers, and other services for the District Office; and secure meeting facilities and food when required.
8. Maintain appointments, schedules and calendars; arrange meetings, conferences, workshops, and appointments for the Chancellor.
9. Coordinate with the Associate Chancellor, Governmental and External Relations related to press conferences, public appearances, and legislative activities.
10. Compose correspondence on own initiative on matters not requiring personal responses of the Chancellor; research and compile data for reports; respond to various surveys. Screen mail for crucial/confidential matters requiring the Chancellor's immediate attention.
11. Supervise secretarial and administrative support to the Chancellor and Governing Board, including the coordination of meeting schedules of high-level administrative staff, maintenance of the Chancellor's appointment calendar, conference and travel arrangements for the Chancellor, and preparation of correspondence, reports, and other materials.
12. Apply various microcomputer applications including word processing, spreadsheet, data base, and electronic mail programs.
13. Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.
14. Exercise independent judgment and confidentiality in assisting with administrative details in coordinating the responsible technical and secretarial functions of the office requiring considerable knowledge and interpretation of District policies and procedures.
15. Assist the Chancellor in completing annual legal documents required by County, State, and Federal laws.
16. Act as a liaison for Kern Community College District staff and community members designated by the Chancellor.

### Example of Duties continued

17. Coordinate and oversee the budgets for the Chancellor's Office, including projected costs for the subsequent year and submitting expenditure justifications. Review the Chancellor's Office budgets on a regular basis.
18. Supervise, train, and evaluate the work performance of assigned staff; assign and review work; determine staffing requirements and establish workloads.
19. Maintain communication with local, State and Federal Offices of legislators, California Community Colleges Chancellor's Office, Schools Legal Service, and other agencies.
20. Assist the Chancellor in any special projects as required.
21. Perform other duties as assigned.

### **Minimum Qualifications**

- A Bachelor's degree or equivalent. (Experience will be converted on the basis of two years related experience equivalent to one year of education.)
- Successful work experience equivalent to four years of increasingly responsible secretarial and/or administrative experience in a public setting.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### **Knowledge and Abilities**

#### Knowledge of:

- Modern office procedures, methods and computer applications; ability to interpret District Board Policy and laws; ability to communicate clearly and concisely; and ability to establish and maintain cooperative working relationships.
- English usage, grammar, punctuation, and vocabulary.

#### Ability to:

- Represent the District, Chancellor's Office, and the Board of Trustees in a professional manner; to be cognizant of matters affecting the District, Chancellor's Office, and the Board of Trustees; to work with a variety of individuals and departments relating to a wide spectrum of issues and concerns; to multi-task under specific deadlines; and to assist and facilitate problem resolution associated with matters related to students, staff, management, Board of Trustees and the general public

## Knowledge and Abilities (continued)

- Analyze situations accurately and adopt an effective course of action to take.
- Work independently with minimum direction and under strict deadlines, exercising good judgment in recognizing the scope of authority and care in administrative detail.
- Take and transcribe dictation and/or meeting notes.
- Plan, organize work, and direct and oversee the work of others, as assigned.
- Learn and use an integrated administrative information system.
- Learn and interpret rules and regulations of the Brown Act, California Education Code, and Title V.

## **Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## **Status/Rationale**

This is a managerial/supervisory position.

## Signatures/Approval

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(Employee's Signature)

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(Date)

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(Supervisor's Signature)

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(Date)